

## The NSSC—Open for Business

The NASA Shared Services Center (NSSC) is a public/private partnership between NASA and Computer Sciences Corporation Service Providers. NSSC consolidated selected activities in Financial Management (FM), Procurement, Information Technology (IT), and Human Resources (HR) into one new Center: NSSC. The NSSC opened March 1, 2006 at Stennis Space Center in Mississippi. Our vision is to provide "Unparalleled Service," which will be measured and reported to all customers. We will work collaboratively with Centers to meet all service needs via a Customer Contact Center (CCC) and Center Liaisons located at each Center.

## Correspondence with the NSSC

Toll Free: 1-877-NSSC123 (1-877-677-2123)

Email: [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

### Fax:

Supporting documents for NF 1735 training registration (when required\*) should be Coordinated with your Center Training Office and faxed to the NSSC at 1-866-779-NSSC (6772)

### SATERN:

Approved requests for training will be automatically sent to the NSSC via the SATERN system.

Required documentation for Claims for Reimbursements should be submitted to your Center Training Office for signature and then faxed to the NSSC at 1-866-779-NSSC (6772)

### Mail:

NASA Shared Services Center  
Attn: Training Purchases  
Building 5100  
Stennis Space Center, MS 39529

### NSSC homepage:

[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

### NSSC Customer Service page:

[www.nssc.nasa.gov/customerservice](http://www.nssc.nasa.gov/customerservice)

\*Supporting documentation should, whenever possible, be provided via a URL in the 1735 request form within SATERN. Your Center Training Office should be consulted to determine what documentation is appropriate.

[www.nasa.gov](http://www.nasa.gov)

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National Aeronautics and  
Space Administration



# NSSC

NASA Shared Services Center

## Quick Reference Guide

May 2006

*Customer Focused*

off-site training purchases



### **NSSC Business & Administration Responsibilities**

- Ensure that sufficient funds to cover anticipated training purchases are received from the Centers on a quarterly basis
- Review monthly summary reports of purchases/obligations provided by NSSC Procurement Office
- Monitor the expenditure of funds vs. funding received from the Centers
- Conduct appropriate charge back billing to the Centers

### **NSSC Human Resource Responsibilities**

- Receive NF 1735 with possible supporting documentation from CTO and review for accuracy
- SATERN generated registration email confirmation will be received by learner
- Perform monthly reconciliation between entered SATERN cost and actual cost paid by NSSC Procurement
- Provide various incompleteness reports provided to each CTO
- Complete the close out process of the NF 1735 in SATERN

### **NSSC Financial Management Responsibilities**

- Process invoices for payments resulting from any purchase orders awarded by NSSC Procurement Office for off-site training
- NSSC Accounts Payable will process Claims for Reimbursements (SF 1164) submitted by Center Training Offices for approved off-site training that was prepaid by the learner and will send email notification to learner when reimbursement is paid

### **NSSC Procurement Responsibilities**

- Ensure adequate funding is available
- Determine appropriate contractual instrument
- Review and approve sole source justification if required
- Generate purchase requisitions in SAP/IEM if required
- Determine and document price reasonableness
- Register learner/s with vendor by fax, telephone or the Internet
- Create order logs in P-Card Solutions (IEM/SAP interface)
- Approve and reconcile monthly transaction in P-Card
- Provide purchasing information for registration and issue convenience checks
- Prepare supporting file documentation as required
- Prepare and award purchase orders
- Provide purchasing documents and information to NSSC Human Resources Office for completion of registration activities
- Prepare monthly summary report of transactions and obligations and forward to NSSC offices by five working days (Reports will be by center and will identify learner, course description, cost, funding data provided on 1735, 1735 tracking number, billing date and payment date.)

### **Center / Employee Responsibilities**

#### **Learner**

- Complete NF 1735 using SATERN
- For academic training, print approved NF 1735 and provide to bursar/registrar during course registration
- Pre-pay for training as directed by Center Training Office
- Complete SF 1164 and submit to training office with receipts for reimbursement
- When instructed by Center, provide Center FM with check made payable to NSSC as payment for course/training that is failed or dropped

### **Center / Employee Responsibilities (Continued)**

#### **Supervisors**

- Approve learner requests for training when appropriate

#### **Center**

- Continue to purchase on-site training until the activity is transitioned to the NSSC in July of 2007
- Continue to make any training purchases using program/project funds
- Pay invoices deriving from program / project dollars
- Maintain closed out training purchase files
- Provide accurate estimates (dollars and transactions) of current and future training requirements
- Ensure sufficient Center G&A funds are transferred to the NSSC's working capital fund on a quarterly basis
- Ensure all training requests and supporting documentation (NF 1735) are complete and appropriate. Approve training before submitting to the NSSC
- Ensure Sole Source Justification document are accurate and fax to the NSSC
- Flag urgent requests in SATERN so NSSC can expedite processing
- Direct learners to prepay and await reimbursement when it is determined that there is insufficient time for NASA to make the purchase
- Submit multiple requests for common conferences / training together when practical
- The Center Training Office will fax required reimbursement documentation to NSSC (approved Standard Form 1164, NASA Form 1735, and receipts of expenses incurred)